



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-104

Date: July 29, 2011

14 FAM 210

ACQUISITION OF SUPPLIES AND SERVICES

Changes

1. **14 FAM 210, Acquisition of Supplies and Services:** Major changes include:
 - **14 FAM 214, Contracting Officer Appointment:** Only qualified U.S. Government employees may be appointed as contracting officers, including locally employed staff (LE staff—i.e., Foreign Service nationals, third-country nationals, and certain hired U.S. citizens) who may be appointed as contracting officers for acquisitions at \$25,000 and below only (see 14 FAH-3 H-342.1). As specified in DOSAR 601.603-3(c), personal services contractors are not eligible for appointment as Department of State contracting officers. Procedure for overseas posts for locally employed staff (LE staff) contracting officer appointments at \$25,000 and below only: (1) the basic eligibility criteria and enhanced management controls specified in 14 FAH-3 H-342.1 must be followed; (2) posts must request contracting officer warrants for LE staff through the LE staff's immediate supervisor; and (3) posts must use the Contract Warrant Application System to request LE staff warrants (the Contract Warrant Application System and a Warrant System Users Guide may be accessed from [A/OPE's Intranet Home Page](#)); and
 - **14 FAM 215, Unauthorized Commitments:** If appropriations were not available to fund those commitments, a potential violation of 31 U.S.C. 1342(a), the Anti-Deficiency Statute, would have occurred. Such a violation would require reporting to the Office of Management and Budget and to Congress and subject those responsible to possible administrative and criminal penalties. Unauthorized commitments by other Federal agencies must be ratified by the procurement executives

of these agencies.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 210 (CT:LOG-63, 06-16-2009; 6 pages) and replace it with revised subchapter 14 FAM 210 (7 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-104 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/LM)